

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays of approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

- Application fee (**Note:** *You will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk*)
- Current copy of Certificate(s) of Title issued not more than 30 days from the application date (Not required for renewals)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (Note: This is not required if the property owner is the applicant)
- A copy of the Emergency Escape Plan as required under the current National Fire Code which is to be posted in each guest room.
- Site Plan (scaled in metric) including:
 - North arrow
 - Legal description and municipal address
 - Building footprint
 - Location of parking stalls for residents and visitors
 - Proposed Landscaping/Calculation of total landscaped area
- Existing and proposed vehicle parking areas showing:
 - Location and width of the driveway(s), including at the property line; and
 - Location, dimensions and details for bicycle stalls
- Floor Plan (for all floors), including:
 - Identification of visitor and principal dwelling rooms
 - Dimensions of visitor room(s)
 - Door locations and sizes, including exit(s) to visitor room(s)
 - Window locations and sizes
 - Description of any structural changes, including:
 - Adding new exterior doors or windows
 - Altering load bearing walls; or
 - Adding a beam
 - Smoke detector location(s)
 - Fire extinguisher location(s)
 - Carbon monoxide detector location(s)



Building Permit Application Requirements

Bed and Breakfast

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the Property Information Viewer webpage to view this map. (Note: you will need to view the Property Information Viewer and check off "Building Code Ten Minute Response Time" to view this information).